

**RESOLUTION OF THE TOWN COUNCIL OF BASALT, COLORADO, DIRECTING
STAFF TO PREPARE AN ON-CALL TOWN ENGINEERING SERVICES CONTRACT
WITH SGM.**

**Town of Basalt, Colorado
Resolution No.39
Series of 2015**

RECITALS

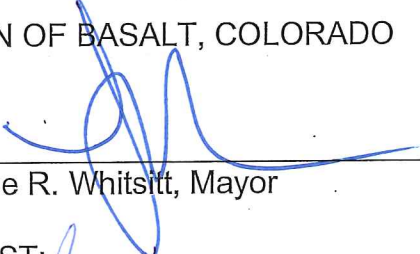
1. The Town of Basalt per the Town's Administrative Code Sec. 2-61.5 may contract for Town Engineering Services.
2. Given the complexity of ongoing Town capital projects the Town Manager and staff determined that a Request For Qualifications (RFQ) could provide the best route in finding a qualified person or firm to offer On-Call Town Engineering Services.
3. The RFQ process yielded four firms that were interviewed and two finalists that were considered.
4. The RFQ process had five steps and the final two firms were ranked at each point in the process.

NOW, THEREFORE, BE IT RESOLVED by the Basalt Town Council of Basalt, Colorado, as follows:

1. That the Town Manager and Town Attorney prepare and on-call Town Engineering Services Contract with **SGM**.

READ AND ADOPTED by a vote of 6 to 0 on July 28th, 2015.

TOWN OF BASALT, COLORADO

By: 
Jacquie R. Whitsitt, Mayor

ATTEST:

By: 
Pam Schilling, Clerk





July 28, 2015

Mayor and Town Council,

When Larry Thompson, Town Engineer, announced his retirement we began to weigh the Town's options related to filling Larry's shoes. It became clear early on that finding that "one person" that could take on all the tasks of Larry would be difficult if not impossible. After consulting with staff and others it became clear that we needed to do a Request for Qualifications (RFQ) to fill this critical position. This position required us to do our best to find the person/firm/collection of people that could deliver engineering services to the Town.

The Town's Charter and Code interestingly enough do not establish the position of Town Engineer, but simply reference the position related to regulatory requirements.

The Town Engineer's position is created through the Town's Code, Section 2-61.5

"Except as limited by the Charter, exercise supervision and control over all executive and administrative departments, including the consolidation or abolishment of administrative departments, the creation or abolishment of positions within existing or new departments and the hiring and firing of all personnel. The Town Manager may change the title or responsibilities of any employee or with regard to any position of employment in the Town as long as the Town Manager assures that all of the duties and responsibilities that are outlined for that position below and throughout this Code are assigned to an employee and/or contractor of the Town. The Town

Manager shall be responsible for ensuring that each employee of the Town is informed of his or her responsibilities under the Charter or this Code.”

It's this portion of our code that allows us to consider contractors for positions in the Town. We recently completed interviews for Town On-Call Engineering Services. The Request For Qualifications (RFQ) was sent out in early June. That RFQ yielded four firms that participated in interviews that were held on June 25th. After that interview we narrowed the firms from four to two. We interviewed the two finalists on July 9th.

Our Interview process contained five steps. We used both internal employees and an external experts in our deliberations.

The firms that responded and were interviewed included,

SGM
Roaring Fork Engineering(RFE)
High Country Engineering (HCE)
JVA

We ranked the firms at five points during the interview process and these were the rankings:

	Application	Interview 1	Town Eng.	Interview 2	Reference
FIRM	Ranking	Ranking	Ranking	Ranking	Ranking
SGM	1	1	1	1	1
RFE	3	3	2	2	2
HCE	2	4	4		
JVA	4	2	3		

It was evident during the process that there was a clear number 1 and 2.

I met personally with the principals of the two finalists and discussed with them my concerns and expectations.

With our review complete we had a final meeting of the Assistant Town Manager and Public Works Director and discussed the various pros and cons of each firm and our overall concerns.

This has been a very deliberative process and the Town would be well served by either firm. But it's my recommendation that based on the scope of work facing the Town that we select SGM as our Town Engineer. Their bench strength as a firm and their familiarity with the Town and the projects we have underway make them the best choice for the Town of Basalt at this time.

I want to thank all of the firms for their willingness to participate in the process and putting their best foot forward. We have "deep" engineering talent in our valley and we're very fortunate to have such a qualified pool to draw from.

Respectfully,

A handwritten signature in black ink that reads "Mike Scanlon". The signature is written in a cursive, flowing style.

Mike Scanlon
Town Manager
Town of Basalt, Colorado